

1 What does “renew” mean?

- If the judge “renews” your *Restraining Order After Hearing* (Form DV-130), it will have a new end date.
- The order will last longer than the current order.

2 When do I ask for the renewal?

Before your current Form DV-130 ends.

3 How long can the new order last?

There is no limit on the number of years it can last.
The order can be permanent.

4 How much does it cost?

Nothing.

5 Do I have to go to court?

Yes. Go to court on the date the clerk gives you.
If you do not, your order will end.

6 Fill out:

- DV-700 (*Request to Renew Restraining Order*)
- DV-710 (*Notice of Hearing to Renew Restraining Order*)

7 What next?

- Make at least 2 copies of those forms.
- Attach a copy of your current *Restraining Order After Hearing* (Form DV-130) to Form DV-700.

8 Take your forms to the court clerk.

The clerk will give your forms to the judge for signature. Sometimes the judge may want to talk to you. If so, the clerk will tell you. If the judge signs Form DV-170, the court will send it to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about your order.

9 The clerk or judge will set a hearing date.

You must go to the hearing. Form DV-710 will tell you when and where it will be.

10 Personally serve the restrained person with a copy of these forms:

- DV-700 (*Request to Renew Restraining Order*)
- DV-710 (*Notice of Hearing to Renew Restraining Order*)
- Your current DV-130 (*Restraining Order After Hearing*)
- MC-030 (*Declaration*)—Leave it blank for the restrained person to answer.

For information on “service,” read Form DV-210-INFO. Someone over 18—not you or anyone protected by the restraining order—can serve the order.

This is not a Court Order.



11 File your *Proof of Service*.

- The *Proof of Service* (Form DV-200) shows the judge that the restrained person knows about the hearing date.
- Make 5 copies of the original *Proof of Service*.
- Take the original and the copies to the court clerk at least 2 days before your hearing. The clerk will file the original and give you back the copies stamped "Filed."
- The clerk will send the *Proof of Service* to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about your order.

12 Go to the court hearing.

At the hearing, the judge will decide whether or not to renew the order.

13 If the judge renews the order at the hearing . . .

- A new *Restraining Order After Hearing* (Form DV-130) will need to be filled out. Some courts will do this for you. In other courts, you will have to do it yourself. Ask the court clerk for information on the local process. The judge will sign the new Form DV-130 after it is filled out.
- The clerk will file the original and give you up to 5 stamped copies.
- The court will send the new Form DV-130 to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about the order.
- If the restrained person was at the hearing, you can have him or her served with a copy of Form DV-130 by mail. Ask the server to complete Form DV-250 and give it to you.
- If the restrained person was not at the hearing, you must have someone serve Form DV-130 in person, not by mail. Ask the server to complete Form DV-200 and give it to you.

14 File your *Proof of Service*.

- Make 5 copies of the completed *Proof of Service* (Form DV-200 or DV-250).
- Mail or take the original and the copies to the court clerk. The clerk will file the original and give you back the copies stamped "Filed."
- Keep one copy with you and another in a safe place in case you need to show it to the police.
- The court or the sheriff (if the sheriff serves the order) will send the *Proof of Service* to CLETS for you.

This is not a Court Order.